OPERATIONS PLAN AND CONCEPT PLAN DEVELOPMENT AND IMPLEMENTATION

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AFMAN 10-401 Vol 1, 1 May 1998, is supplemented as follows:

1.6.3. Program Objective Memorandums. The Programs Division (HQ AFMC/XPP) is the office of primary responsibility (OPR) for development, review and presentation of the AFMC Program Objective Memorandum (POM). HQ AFMC Directorate of Plans and Programs (HQ AFMC/XP) is responsible for submittal of the AFMC POM to HQ USAF.

1.11. USAF War and Mobilization Plan (WMP). The AFMC office of responsibility for the various volumes of the USAF War and Mobilization Plans (WMP) are:

VOLUME	GENERAL CONTENTS	OPR
1	Planning Guidance Basic Plan Supporting Annexes	AFMC/XP-AO
2	Plans Listing/Summary	AFMC/XP-AO
3	Combat and Support Forces	AFMC/XP-AO
4	Wartime Aircraft Activity	AFMC/XP-AO
5	Basic Planning Factors and Data	AFMC/XP-AO

1.11.2. Volume 2 (WMP-2), Plans Listing and Summary. The AFMC WMP-2 Part 1 and 2 contains a list of war and contingency plans for AFMC Air Logistics Centers (ALC), Arnold Engineering Development Center (AEDC), Product Centers, Air Force Security Assistance Center (AFSAC), Air Force Flight Test Center, Aerospace Maintenance and Regeneration Center (AMARC), and Air Force Research Laboratories. It also lists, war and contingency plans of the Air Base Wings (ABW) and Support Groups (ABG) on AFMC bases. The AFMC Operations Office (AFMC/XP-AO) consolidates AFMC's listing and submits it to HQ USAF for inclusion into the USAF WMP-2. AFMC Center Commanders must consolidate and forward a listing of their war and contingency plans to AFMC/XP-AO by 1 August of each year.

1.11.3. Volume 3 (WMP-3), Combat and Support Forces. The AFMC WMP-3 identifies available AFMC deployable resources and implements AFMC wartime force tasking contained in the Operation Plans (OPlans) prepared by the unified commands and approved by the JCS. AFMC WMP-3 is closely related to the installation deployment plan, which serves as the execution vehicle for this plan. AFMC WMP-3 is prepared in three parts: Part 1 provides general deployment planning guidance, Part 2 lists the standard deployable manpower packages available from the Command, along with installation and command summaries of available packages; and Part 3 identifies the OPlans under which AFMC deployable forces are tasked.

1.12. US Air Force Functional Area Manager (FAM) Tasking. As changes occur, AFMC functional areas with deployable forces will identify their functional area managers and alternates in writing to AFMC/XP-AO. AFMC/XP-AO will provide formal initial and annual refresher training to all AFMC functional area managers and alternates.

1.13. US Air Force Major Command, Field Operating Agencies, and Air Force Component Command (AFCC) Plans. The AFMC Operations Office (AFMC/XP-AO) is the focal point for coordinating all plans (whether produced by AFMC or other agencies) with other MAJCOMs.

1.13.1. The AFMC/XP-AO directs, develops, coordinates, and publishes all AFMC war and contingency plans. HQ AFMC and staff elements develop, write, and update the annex or appendix detailing their functional support to AFMC plans. Each AFMC plans summary must include instructions for implementing the document (checklist, plans, or other procedure) and level of Command responsible for preparing the implementing document. The HQ AFMC staff reviews field unit plans to ensure consistency and adequacy in supporting AFMC/USAF plans. AFMC/XP-AO provides the results of the staff analysis to the originating activity for proper action. HQ AFMC/SE reviews plans of all HQ AFMC and subordinate units, to make sure safety concerns are incorporated.

1.13.3. (Added) Functional areas tasked to prepare supporting plans (or other implementing documents); will be provided a copy of the basic plan and the appropriate annexes relative to their functional area by AFMC/XP-AO. These documents will be in the same format as the plan and will be provided within 90 days of publication. Functional areas will coordinate their supporting plans with affected unit commanders or their designated representatives prior to submitting final versions to AFMC/XP-AO.

1.13.4. (Added) Each activity tasked to perform detailed actions prepares and maintains current internal checklists that clearly outline all of the actions to be taken. Each checklist will designate what, whom (by position title), how, when, and where the tasks are to be done. Chapter 9 contains functional checklists; however, other formats may be used as long as they clearly define all necessary actions.

1.13.5. (Added) All Center/Base plans are coordinated with the Center/Base safety office to make sure safety procedures are incorporated.

1.13.6. (Added) Based on guidance from higher headquarters, AFMC/XP-AO may task a Center to act as the lead in developing a Center level strawman plan or making major modification to existing plans. It is the responsibility of the lead Center to develop a model plan for the Command and coordinate the plan with other Centers and AFMC/XP-AO. When a supported Center, in its plan tasks a supporting Center or field activity for services, it is the responsibility of the supported Center to coordinate its requirements with the tasked Center before publication of the plan.

1.13.7. (Added) Each AFMC field unit commander must delineate, in detail, the actions to be performed by each organization involved in support of emergency tasks for which the commander is responsible.

1.13.8. (Added) AFMC field unit commanders must make sure their plans contain adequate provisions for implementing:

- US Air Force Reporting Instructions (AFMAN 10-206 Operational Reporting).
- AFMC Emergency Actions and Alert Procedures (Annex C, AFMC WMP-1).
- Post D-day support requirements of tenant organizations with a wartime mission.
- Expansion or augmentation of command post operations; alerting of the commander's battle staff.
- Disaster preparedness plans and continuity of operations plans.

1.13.9. (Added) Review Process. The plans office at the corresponding level (i.e. center, base, etc) is responsible for ensuring the reviews are performed. All plans and implementing procedures are reviewed every 18 months. For plans in which the Center or Base plans office is OPR, the plans office must contact all tasked and interested agencies, request the plans review, and certify that the review was conducted. (Use of a form letter is recommended.) For plans written by agencies other than the Center or Base plans office, the plan OPR must contact the tasked and interested agencies, to request the plans review. The OPR consolidates replies and makes recommended updates. The OPR then forwards a letter to the Center or Base plans office certifying that the annual review was conducted and provides a list of those agencies conducting the review. The Center or Base plans office keeps this certification on file. All plan changes are reviewed by the Center/Base safety office to make sure procedures are incorporated. Good judgment must be used in all cases. The review process for base deployment plans must be accomplished IAW the procedures established in AFI 10-403.

1.13.10. (Added) Each field unit document is assigned the same plan identity number as the AFMC plan or directive it supports or implements. The supported AFMC plan will always be shown as a reference in the field unit plan.

2.6.2. AFMC/XP-AO is responsible for writing Command policy for Base Support Planning, as directed by AFI 10-404. In addition, AFMC/XP-AO will develop Base Deployment Planning policy to include tenant units IAW AFI 10-403 as supplemented.

2.9. Developing and Coordinating the JOPES TPFDD. All AFMC involvement with TPFDDs will occur using the GCCS JOPES system and/or other secure C2 systems. TPFDDs will be made available to Command subordinate activities from planning immediately following each OPlan's initial refinement conference. Each OPlan's JOPES data base will be made available to AFMC installation planners via GCCS and/or other secure C2 systems. AFMC Center OPRs for OPlan TPFDDs are the Center planning Offices.

2.9.2.1. (Added) AFMC/XP-AO is the AFMC OPR for COMBATANT COMMANDERS and component TPFDD sourcing. XP-AO will download the TPFDD to be sourced and pass the sourcing requirements to the appropriate AFMC Functional Area Manager (FAM). AFMC/XP-AO also furnishes the TPFDDs and tasking information to the Command's manpower and personnel staffs (HQ AFMC/ XPM and DPX respectively). AFMC/XP-AO and HQ AFMC/XPM/DPX work together with the MAJCOM FAM to ensure the TPFDD is properly sourced.

2.9.2.2. (Added) Each AFMC Center or Base plans office is responsible for ensuring the data contained in the TPFDD is furnished to the appropriate planning OPRs on the installation and that required planning is completed.

2.14. Review of Supporting MAJCOM OPlans. AFMC/XP-AO, is the AFMC OPR for unified or specified command plans, reviews all OPlans for impact upon AFMC. XP-AO tasks AFMC Directorates to review OPlans and provide substantive comments within 60 days. XP-AO consolidates the AFMC position on the OPlan being reviewed and provides comments/recommended changes to the AF component. Comments will be provided within 90 days of the receipt of the OPlan.

2.15. Issues Surfaced During OPlan Review. XP-AO furnishes issues that surface during OPlan review to other AF agencies responsible for those areas.

2.18.1. AFMC/XP-AO will review all CONPLANS and provide comments to the AF component as required.

2.19. Execution Planning. AFMC/XP-AO is the Command OPR for joint operation planning. Each AFMC Center or Base plans office is the AFMC Installation OPR for joint operation planning.

2.19.3.1. HQ AFMC and its installations must maintain the capability to execute JCS directed operations in SPECAT, TOP SECRET, SECRET and UNCLASSIFIED modes using GCCS and/or other secure C2 systems. AFMC/XP-AO will source the AF component commander's TPFDD as requested during execution. This function will normally be conducted within the framework of the AFMC Battle Staff/ CODAT.

2.20.1. The AFMC Command Post is the OPR for receipt and validation of higher headquarters planning and execution orders. The AFMC Contingency Operation Deployment Action Team (CODAT) is the Command OPR for receipt and OPR action on JCS directed execution of an OPLAN, CONPLAN, Deployment Order or Operations Order. AFMC/XP-AO will prepare and maintain AFMC HOI 10-2 detailing the procedures for operation of the AFMC CODAT.

2.25. Designating Units To Satisfy Force Requirements. XP-AO (AFMC BS/CODAT) sources the AF component commander's TPFDD using JOPES in GCCS based upon input from the Command's functional area managers. The AFMC CODAT will issue deployment orders as AFMC forces are tasked in the COMBATANT COMMANDERS 's TPFDD. Deployment orders will be addressed to the AFMC installation crisis action center/contingency support staff/battle staff for action. If the tasked UTCs contain personnel, the AFMC/MPRC will send tasking messages to the tasked PRF and Manpower offices containing line level detail needed for CED orders. The PRF should wait for the AFMC/MPRC tasking message before publishing CED orders, if not previously covered by blanket deployment orders.

2.25.1. AFMC functional area managers (FAMs) will identify the AFMC units to be sourced against the TPFDD requirements, and inform XP-AO. XP-AO will use the data furnished by the Command FAMs to source the TPFDD in JOPES. Once the TPFDD is built, the AFMC sourced portion is forwarded to the AF component commander.

2.25.2. The AFMC MPRC will direct each AFMC installation's Center manpower office to build a Deployment Requirements Manning Document (DRMD) as TPFDD records tasked to AFMC are identified and sourced. The AFMC BS/MPRC directs, via GCCS and/or other secure C2 systems, the AFMC Center manpower office (XPM) to build DRMDs based upon the sourced AF component commander's TPFDD from the JOPES data base. FAMs will coordinate with unit commanders or their designated representatives prior to identifying their resources to be sourced against TPFDD requirements.

2.25.2.1. (Added) AFMC BS/CODAT determines when AFMC installations must place selected deployable units in the appropriate deployability posture. This direction will be disseminated to installations via Emergency Action Message from the AFMC Command Post to the unit Command Post

and organizations listed in EAP-AFMC. The deployability postures and reporting requirements are identified in AFMC WMP-3 and EAP-AFMC.

2.26. Force Preparation. The AFMC BS may direct commencing Center Situation Reporting (Center SITREP) during a crisis period. AFMC unit force preparedness status will be reported via GCCS and/or other secure C2 systems by AFMC installations using SORTS or Center SITREPs as appropriate.

2.28. Refining Transportation Requirements. AFMC/XP-AO (AFMC BS/CODAT) identifies to the AF component commander the date sourced units will be available to move by building the deploying unit's ready to load date (RLD) into the JOPES database.

2.30. Data on Replacement and Non-Unit-Related Supplies and Equipment. The AFMC Manpower and Personnel Readiness Center (MPRC) will manage the actions required for identification and movement of replacement personnel. Individuals from AFMC/DP/XPM man the MPRC. The supported command provides the MPRC a PIN for the position requiring replacement personnel. The MPRC provides the information to the FAM who identifies a person to fill the requirement. The FAM will provide the name to the MPRC and the PAS code to the CODAT. The CODAT will load the information into JOPES. The MPRC will verify the information in the DRMD.

2.33. Order to Execute. All JCS and USAF orders (Planning, Warning, Alert, Deployment Preparation, and Execution) will be transmitted through Command Post channels IAWS EAP-AFMC. AFMC/XP-AO (AFMC BS/CODAT) is the Command OPR for JOPES support, will also transmit all applicable JCS issued warning, planning, alert, execute and deployment orders to AFMC field activities via a Command GCCS and/or other secure C2 systems teleconference.

2.34. Support Force Sourcing Procedures. AFMC/XP-AO is the command OPR for the AFMC WMP-3. The WMP-3 serves as the Command's planning document for identifying command resources available for tasking in COMBATANT COMMANDERS TPFDDS. This document contains general command deployment guidance and is used to source tailored deployable packages (manpower and/or equipment) in the JOPES TPFDD based upon input from the AF component command or from the Command's functional area manager. AFMC/XP-AO will source all components' TPFDDs within 45 days of receipt.

2.34.3.1.3. In coordination with AFMC FAMs, AFMC/XP-AO (AFMC BS/CODAT) will source AFMC resources in COMBATANT COMMANDERS TPFDDs from the quantity available as shown in the AFMC WMP-3. Resource requirement tasking in excess of or in addition to the stated availability must be negotiated between the tasking AF component command and the AFMC functional area managers before any sourcing action will occur. AFMC CODAT advises the supported AF component commander when tasking contained in the TPFDD cannot be met or must be changed. Information required identifying the need for this action is a product of tasking reviews performed by the functional area managers and the MPRC.

2.34.3.2.2.1. (Added) AFMC forces will be sourced through the AEF Center using the principles of home base sourcing and AEF base alignments.

2.34.7.3.1. AFMC/XP-AO will validate tasked ULNs in a newsgroup message in the operations to the Air Force Component in the Unified Command.

2.36.4.1.2.2. AFMC/XP-AO is the AFMC OPR for preparing the Command's portion of the FORSIZE TPFDD. The AFMC WMP-3 is the basic availability document for sourcing the FORSIZE TPFDDS. Approval for sourcing requirements beyond those identified in the AFMC WMP-3 is provided by the

Command's functional area managers. Negotiated additions to Command availability resulting from the FORSIZE exercise are added to the AFMC WMP-3 for future OPlan sourcing. (HQ USAF FAMs usually work directly with AFMC FAMs in identifying additional resources available for tasking in the FORSIZE exercise). AFMC FAMs must provide XP-AO the results of these negotiations prior to the FORSIZE refinement conference.

3.1. Purpose. AFMC/XP-AO is the Command OPR of the Deliberate and Crisis Action Planning and Execution Segments (DCAPES).

3.3. System Design. AFMC/XP-AO is the AFMC OPR for the Manpower and Equipment Force Packaging System (MEFPAK) and Logistics Force Packaging (LOGFOR). The Directorate of Manpower and Organization (HQ AFMC/XPM) is responsible for Manpower Force Packaging (MANFOR).

3.3.2.6. (Added) AFMC/XP-AO is the AFMC OPR for LOGFAC. AFMC/XP-AO is responsible to produce the WAAR (Wartime Aircraft Activity Report) and WCDO (Wartime Consumable Distribution Objective) for AFMC bases annually IAW AFI 25-101.

4.13.2. AFMC/XP-AO is the AFMC OPR for attending OPlan planning conferences, receiving and sourcing the supported commander's TPFDD and participating in all OPlan refinement conferences.

6.1.2. AFMC/XP-AO loads the logistical data for the new UTC into the DCAPES LOGFOR system. AFMC/XPM loads all data except logistical information for a new UTC into the DCAPES MANFOR system.

6.4. UTC Development, Maintenance, and Reporting. AFMC/XP-AO is the AFMC OPR for new unit type code (UTC) development. XP-AO works with the Command's functional area manager and HQ AFMC/XPM in the development of new UTCs. Requirements for new standard UTCs will be coordinated with AFMC/XP-AO as the Command MEFPAK OPR. AFMC/XPM submits new UTCs to HQ USAF for approval.

6.4.1.1. AFMC is designated as the MEFPAK responsible command for the following: Combat Logistics Support Squadron/Aircraft Battle Damage Repair (CLSS/ABDR); aeronautical engineering element; engine repair; WRM support; supply reconstitution augmentation; engineering and installation; and aircraft security UTCs.

6.4.2.2. AFMC/XP-AO conducts quarterly reviews of Command UTCs as part of the AFMC WMP-3 review and update process.

6.4.3.1. ANFOR Reporting. AFMC functional area managers will review the AFMC WMP-3 quarterly and provide required changes to XP-AO. HQ AFMC/XPM will be notified of any required MANFOR actions on UTCs for which AFMC is the MEFPAK command. FAMs will coordinate with unit commanders or their designated representatives prior to identifying changes that will affect their resources. User ID is required to gain access to AFMC WMP-3 contact AFMC XP-AO representative for permissions.

6.4.3.2. LOGFOR Reporting. AFMC/XP-AO is OPR for Logistics Detail (LOGDET). Each Installation Deployment Officer (IDO) must submit LOGDET updates for MEFPAK pilot units to XP-AO on or before 15 February, 15 May, 15 August and 15 November. The 15 February update is a mandatory annual validation of all UTCS; LOGMOD-B tapes must be provided. For all other updates (15 May, 15 August and 15 November) tapes are required only if the pilot unit has made changes to the LOGDET. In lieu of

providing tapes, negative responses are acceptable via message, telecon, or GCCS newsgroup. Along with LOGMOD-B tapes, a summary listing UTCs included on tape is required.

6.5.6.10. AFMC/XP-AO and HQ AFMC/XPM provide planning guidance and assist Command functional area managers in UTC development and maintenance. FAMs will coordinate with unit commanders or their designated representatives prior to tasking their resources in new or revised UTCs.

6.5.6.11. AFMC/XP-AO maintains a current listing of all Command functional area managers as part of the AFMC WMP-3.

6.5.9. AFMC/XP-AO is OPR for LOGFOR.

6.5.10.2. Submit requests for UTC cancellations to AFMC/XP-AO and HQ AFMC/XPM. AFMC/XP-AO will update the Command WMP-3 to reflect required changes. HQ AFMC/XPM will process the action to delete the UTC from the MEFPAK system.

6.5.10.5. The AFMC functional area manager prepares the mission capability statement (MISCAP) and identifies the skills and quantities of people required for the UTC to perform its intended mission. Command functional area managers will review all UTC MISCAPs and manpower composition quarterly using the MANFOR and will provide changes to XP-AO for update of the AFMC WMP-3. HQ AFMC/XPM will be notified of any required MANFOR actions on UTCs for which AFMC is the MEFPAK command.

6.5.10.6. Command functional area managers will identify a pilot unit to XP-AO for LOGDET purposes for each UTC where AFMC is the MEFPAK command. Command functional area managers will advise XP-AO of all required changes to LOGFOR for AFMC MEFPAK UTCs.

6.5.10.13. AFMC functional area managers review the quarterly MANFOR and LOGFOR data for accuracy and report any discrepancies to XPM (MANFOR only) and to XP-AO (LOGFOR only).

7.6. General Procedures. AFMC is designated as a supporting command for planning purposes.

7.7.5.3. After the TPFDD is sourced and consolidated by the COMBATANT COMMANDERS , a TPFDD refinement conference is held. AFMC/XP-AO attends all OPlan TPFDD refinement conferences as the Command's representative. In addition, HQ AFMC/DPX, LGT and XPM personnel attend selected TPFDD refinement conferences. AFMC/XP-AO ensures the refined TPFDD is available to all AFMC installations via GCCS and/or other secure C2 systems for required support planning.

16.3. USAF WMP, Volume 1, Annex E, Logistics. AFMC/XP-AO is responsible for analyzing and submitting recommendations for the USAF WMP-1.

16.11. Determining Logistics Feasibility–MAJCOM Responsibilities. AFMC/XP-AO is responsible for developing Logistical Feasibility/Capability programs on tasked plans for reporting Limiting Factors IAW the provisions listed in the appropriate Annex AFI 10-403 as supplemented.

16.13. Sustainment Planning Responsibilities. AFMC/XP-AO (Re-supply Planning Factors Office) is the Air Force office for developing re-supply factors for the joint community.

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